

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0044

ISSUE DATE: May 24, 2016

TITLE: Secretarial Assistant 3 Non-Stenographic **CLOSING DATE:** June 7, 2016

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street, Trenton, NJ 08625 **SALARY RANGE:** A15: \$39,457.23 - \$55,413.51

POSITION(S): 1 **DISTRIBUTION:** Department

DESCRIPTION OF MAJOR DUTIES:

Assists in the scheduling of the Division Director. Primary scheduler of the Deputy Director's calendar (meetings, conference calls, out of office speaking engagements). Answers the phones in the Director's office. Formats letters for the Director and Deputy Director. Update and maintain logs for competitive contracting approval and denials, report of awards letter request and response, emergency procurement, prequalification project approval/denial letters, cooperative purchasing commodity additions.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0044
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer